Process	*Load History Table*
Process Number	*LD – 013*

Description of Process

This process transfers data from staging table to history table for long term storage (SAR 659).

Input to Process

All data on the staging table except for deductions.

Output of Process

Update of history table.

Service Level Agreement Required? (if yes, provide a brief description)

None.

PeopleSoft Panel Groups being Used

Function	Panel Group

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Control M recognizes the release of labor expense by a business unit.	Centralized.
Step 2: Data from the temporary work tables (DX_PAY_CHECK, DX_PAY_RECEIVED, and DX_PAY_DISTR) is selected to be moved.	Centralized.
Step 3: The selected data is loaded to the history table.	Centralized.
Step 4: All data is deleted from the staging table.	Centralized.
Step 5: .	

Forms Used with Process (#)

Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested